

CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

A. GENERAL

1. The Issue Release/Receipt Document, DD Form 1348-1A¹, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Form 1348-1A maybe manually or mechanically prepared and will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for a preprinted DD Form 1348-1A is authorized at the option of the Service/Agency.

4. For the DD Form 1348-1A, see appendices A26 through A30. There are two methods for generating the form:

a. Preprinted form. Data entries will be made by automated printers, typewriter, or handscribed (see appendices A26 through A30).

b. Non-preprinted form. When this method is used, the form and data are printed simultaneously and will contain the prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 5-1/2 inches high (top to bottom). When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other similar nonimpact printers, the size may vary within a range of 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance). When such print technology is used, the in-the-clear/human-readable data must be easily read. Margins of one-fourth inch and outside lines are preferred, but may be eliminated to the extent that the DD form number is not sacrificed. When printed three per 8-1/2- by 14-inch sheet of paper, the originator of the form, shall ensure the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in appendices C45A and C46A. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text maybe used with the bar coded information for those activities possessing bar coding capability. The paper may be any color that provides a minimum bar code contrast signal as specified in MIL-STD-I 1896 (reference (ss)).

*Effective 1 Nov 91, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoDSingleLineItemRelease/Receipt Document, until all stocks are exhausted, but not 'beyond November 1996.

6. The three of nine bar code, as defined in MIL-STD-I 189B (reference (ss)), is established as the standard symbology for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied in accordance with MIL-STD-I 29 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a barcode character even if the position was blank on the source document.

7. Automated Packing List. When the APL is not produced, a copy of the DD Form 1348-1A will be used for this purpose and will be placed inside the packing list envelope securely attached to the outside of the shipping container; on multiple container shipments, the DD Form 1348-1A will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

B. DOCUMENT DISTRIBUTION

Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See figures 5-1, 5-3, and 5-4 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM **STOCK/DEFENSE** REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1A maybe prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issues from the DRMO). The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are outlined in appendix C45A for the DD Form 1348-1A

2. In order to accommodate the various distribution systems and equipment, the DD Form 1348-1A provide blocks for data entry. The use of these blocks, with the exception of blocks N, and R, is optional, but when used, will contain information shown in appendix C45A.

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation and distribution thereof prepared in the same number of copies as prescribed in figures 5-1 or 5-3 will be used to accomplish returns and transfers. Entries will be as shown in figure 5-2 or 5-5 for all DLA and inter-S/A transactions.

3. For intra-S/A use, the data prescribed in figures 5-2 or 5-5 must be entered. Other entries may be prescribed by the S/As Concerned; however, any such entries must relate to the columnar , and/or block headings indicated in the form.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

Use the DD Form 1348-1A as the DTID for all transfers to DRMOs. See appendix C46A for entries that are required for single line item turn-ins.

Figure 5-1. **Distribution** of DoD Single Line Item Release/ Receipt Document.

<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
Original	Supply - Retained copy by the distribution point (shipper).*
One Copy	Transportation - Retained copy by the distribution point (shipper). ³
Two Copies	Consignee - With materiel. One copy must be the first carbon copy to ensure legibility. ⁴
One Copy	Consignee - Attach to outside of No. 1 shipping container after use for picking, packing, and item identification.
One Copy	For shipments to DRMO, this copy will accompany the materiel.

²Mechanized activities having automated proof of shipment capability may forward the original copy to the consignee with the advance GBL when not required locally for other purposes.

³When the shipping activity has a method to accumulate the data therein through use of ADPE, this copy will be destroyed after data has been accumulated, if it is not for audit purposes.

⁴On single line item shipments these copies will be included with the materiel placed in the No. 1 shipping container. On consolidated shipments these copies will be attached to the shipment pack applying to each individual requisition and placed inside the shipping container(s). In the event the storage container is used as the shipping container, it will not be “opened for the sole purpose of inserting the consignee copies. In this instance, the copies will be placed inside the packing list envelope and attached to the outside of the No. 1 container.

Figure 5-2. Instructions for Completion of **DD** Form 1348-1, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices).

<u>TOP LINE</u>	<u>DATA</u>
1-3	Perpetuate from source document or blank
4-7	Blank
8-22	Stock or part number
23-24	Unit of issue
25-29	Quantity
30-43	Document Number of Consignor (shipper)
44-73	Blank
74-80	Unit price
<u>SECOND LINE</u>	<u>DATA</u>
Block "B"	The in-the-clear name, number, and address of the activity to which the materiel is directed
Block "P"	The supply condition code reflecting the condition of the materiel (see appendix B1 8)
Block "AA"	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable)

Figure 5-3. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, and Automated Packing List to all consignees other than Defense Reutilization and Marketing Offices.

<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1A	Three	Two copies will accompany all shipments. When the DD Form 1348-1A contains bar coding, one of the two copies to accompany the shipment will be the original copy., A minimum of one copy will be on the outside of the shipping container if not in conflict with other applicable directives. One copy will be produced and retained by the shipper unless an automated capability is available to prove a shipment has been made.
APL	One	If an APL is produced, it will be attached to the outside of the shipping container.

Figure 5-4. Distribution of DD Form 1348-1A, Issue Release/Receipt Document, for Shipments to Defense Reutilization and Marketing Offices.

<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD 1348-1A	Five	Four copies will accompany shipments of materiel to the DRMO. When the DD Form 1348-1A contains bar coding, the original copy will accompany the shipment. These copies will be used as follows: (1) Source document file copy. (2) Return to originator with signature of receiver. (3) Remains attached to property at DRMO. (4) Used by personnel screening property for potential reutilization, transfer, or donation. (5) If activity requires a driver’s return copy, a fifth copy will accompany the shipment.

Figure 5-5. Instructions for Completion of **DD** Form 1348-IA, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices).

RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
1-3	Perpetuate from source document or blank
4-7	Blank
8-22	Stock or part number
23-24	Unit of Issue
25-29	Quantity
30-43	Document Number of Consignor (shipper)
44-73	Blank
74-80	Unit price
Blocks 3 and 27	The DoDDAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in Block 27.
Block 27	The supply condition code reflecting the condition of the materiel (see appendix B18).
Block 27	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable).